



CM: Change Package Engineer – Close and Consolidate Evaluations

(REF: DDMS user's Guide 4.2.9)

1. View the Evaluations Instructions from the CM Admin.
2. Review the CR by clicking on the CR link.
3. Complete a Change Evaluation and recommend a disposition (see back) by clicking the Update CE icon .
4. Update the Evaluators by clicking the “Click here to modify workflow assignees” link.
5. Add secondary review groups.
6. Enter comments in the comment box.
7. Use the “Task Content” link to add any attachments to the task.
8. Select a Routing option.
 - [Start Additional Evaluations and/or Secondary Reviews](#) – this will send a task to any reviewers or secondary review groups that were added during this task assignment.
 - [Close Evaluation Process but Keep Consolidated CE Open](#) – This will send a “Consolidate Evaluations” task to the CPE. (All uncommitted Change Evaluation tasks will be terminated).
 - [Close Evaluation Process and Send Consolidated CE to Secretariat](#). (All uncommitted Change Evaluation tasks will be terminated).
9. Click “Task Complete”.


National Aeronautics and Space Administration

MSFC DDMS
Design and Data Management System

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TRAINING PRODUCT
Recent Products:


Close & Consolidate Evaluations - CR-00000888

Instructions: [Click Here for Detailed Instructions](#)

Evaluation Instructions from the CM Administrator
Submit a CE by due date.

Process Initiator: Cynthia H Kirkpatrick **Priority:** Highest
Assignee: Cynthia H Kirkpatrick **Due Date:** 12/01/2008
Role: CM: Change Package Engineer **Process:** [IEC Summary CE Process CE-00001949 - \(CR-00000888\) Cynthia H Kirkpatrick](#)

 [Change Evaluation CE-00001949 - \(CR-00000888\) Cynthia H Kirkpatrick](#)

Change Request:  [CR CR-00000888 \(339B2\) - Test CR 11-12-2008](#)

Originating Request

Update Evaluators: [Click here to modify workflow assignees](#)

Select Secondary Review Groups

Name	Number	Instructions
No Items to Display		

Related Secondary Change Requests:

Name	Number	Context	State	Instructions
Test CR 11-12-2008	CR-00000888-1	TRAINING PRODUCT	Receiving	Please send to the ERB for evaluation.

Comments:

☐ Start Additional Evaluations and/or Secondary Reviews
☐ Close Evaluation Process but Keep Consolidated CE Open
☐ Close Evaluation Process and Send Consolidated CE to Secretariat

Completed	Assignee	Role	Vote	Comments	Attachments
11-12-2008 16:54:01 CST	Cynthia H Kirkpatrick	Assignee	Does Not Require Technical Review Routing	[no comment]	
11-12-2008 16:54:24 CST	Cynthia H Kirkpatrick	CM/DM: Receipt Desk	Accept	[no comment]	
11-13-2008 10:17:35 CST	Cynthia H Kirkpatrick	CM/DM: Screening Lead	Accept	Recommend secondary review	
11-13-2008 10:17:51 CST	Cynthia H Kirkpatrick	CM/DM: SBU Representative	Accept	[no comment]	
11-13-2008 12:12:54 CST	Cynthia H Kirkpatrick	CM: Administrator	Start Evaluation	[no comment]	

Task Content

Update Change Evaluation (CE)

1. View CR information and instructions.
2. Enter actions that are required if the change is approved.
3. Recommend a disposition from the drop down menu.
4. Enter a cost estimate if CR is approved.
5. Enter remarks. (Required if disposition is anything other than “Approved As Is”.
6. Attach files, if needed.
7. Add affected data if not already included with the CR.
8. Answer yes or no whether or not the listed Change Impacts are affected as a result of the CR approval.
9. Click “OK” to complete the CE creation.

Update Change Evaluation

Responsible Product: TRAINING PRODUCT

Number: CE-00001949

Name: (CR-00000888) Cynthia H Kirkpatrick

Created By: Cynthia H Kirkpatrick

Need Date: 12-01-2008

State: In Work

Mandatory? Yes

Created: 11-13-2008 12:13:05 CST

Last Updated: 11-13-2008

Team: CE-00001949 - (CR-00000888)
Cynthia H Kirkpatrick486755

Instructions: Submit a CE by due date.

Actions Required, if Change is Approved:

*Recommended Disposition:

--- Select One ---

Total Cost:

Remarks:

Attached Files:

Upload File

File name	Format	File size	Last modified	Created by
No Items to Display				

Affected Data:

Add Affected Data

Number	Name	Version	State
No Items to Display			

*Change Impacts: *Safety

☐ Yes ☐ No

Schedule

☐ Yes ☐ No

* Required fields

OKCancel